

POSITION DESCRIPTION:

After initial orientation, this position will operate under the general supervision of the Pest Survey and Control Section Chief and under the direction of the Hemp Program Manager. This professional position will implement policies and procedures for monitoring compliance and enforcing the regulations of the industrial hemp program. This position will also implement compliance and enforcement strategies, and perform regulatory and investigatory activities. In addition, this position will provide assistance to the regulated industry to achieve and maintain compliance with program regulations. This position will have statewide responsibilities with the performance of fieldwork including sampling and inspection activities at growing and processing locations. The position will work closely with the Hemp Program Manager and other staff within the program.

GOALS AND WORKER ACTIVITIES:

30% Goal A: Implementation of policies and procedures for the compliance and enforcement of statutes and administrative rules that apply to the hemp program.

- A1. Implement policies and procedures to achieve and maintain compliance and enforcement of Wisconsin Statutes and Administrative Rules that apply to the industrial hemp program.
- A2. Assist in gathering and reviewing data about the hemp industry in Wisconsin and nationwide to monitor and document business practices. Compile data, inspection reports and other pertinent documentation to inform program compliance decisions.
- A3. Provide assistance to growers, processors and other stakeholders related to program regulations, policies and procedures (e.g., statutes, codes, necessary documentation, deadlines, etc.).
- A4. Assist with identifying, describing and prioritizing emerging regulatory issues and developing recommendations to department management concerning: 1) the level and type of compliance activity which may be required or desired; and 2) the allocation of resources needed to assure appropriate and timely response to regulatory compliance issues identified.
- A5. Recommend revision or creation of statutes, rules or policies that may impact the industrial hemp program or other assigned programs.
- A6. Perform other related duties as assigned.

25% Goal B: Provision of day-to-day hemp regulatory program activities.

- B1. Contact unlicensed growers or processors to determine whether they are required to be licensed, informing the party of statutory license requirements, and providing copies of the appropriate laws, regulations and application materials, as needed.
- B2. Assist with providing responses to inquiries from law enforcement, local government zoning offices, and others about the activities of both licensed and unlicensed growers.
- B3. Conduct follow-up activities on non-compliance issues discussed with individuals or businesses, writing and issuing warning letters and taking other compliance actions, as appropriate.
- B4. Participate in performance of regulatory and investigatory activities with local, state and federal enforcement agencies as appropriate.

- B5. Assist with compiling summary reports on compliance issues and trends. Submit reports to department management with recommendations for potential enforcement action. Attend compliance meetings as requested.

35% Goal C: Provision of activities to achieve program inspection, compliance and regulatory objectives and to meet standards and benchmarks.

- C1. Assist Hemp Program Manager with coordinating hemp inspections and sample collections.
- C2. Inventory and order necessary supplies and equipment for collecting samples at hemp growing locations.
- C3. Perform inspections at hemp growing and/or processing locations, including verifying the hemp plants at the physical location match those contained in submitted grower planting reports, collecting a composite random sample of hemp plants at assigned sampling locations, and delivering the hemp samples to the designated laboratory for analysis.
- C4. Perform site inspections to verify the destruction of hemp crops that have failed regulatory requirements. Document the destruction activity and enter the destruction report into the appropriate database or system.
- C5. Perform investigations of suspected violations of rules and laws applicable to the assigned program.
- C6. Issue warning notices, holding orders, destruction orders and/or take other compliance actions to enforce program laws.
- C7. Assist in the review and evaluation of compliance activities designed to meet program goals to ensure the development and maintenance of uniform program compliance guidelines regulations and performance standards.

10% Goal D: Provision of program support functions specific to program outreach, staff training and program review.

- D1. Assist with the development of compliance assistance and outreach materials for the industry, other stakeholders and the general public, including providing program-related oral presentations to those audiences.
- D2. Assist with providing technical assistance and training to the Division staff associated with program-related investigations, inspection and compliance procedures and findings, policies or regulatory standards.
- D3. Assist in training program staff in field inspection, reporting, and destruction procedures.
- D4. Review compliance goals and inspection results to ensure the performance of program activities meets all legal requirements and program standards. Make recommendations to improve alignment of program activities with program goals, as necessary, to program staff and the Bureau managers.
- D5. Perform related work as assigned by the Section Chief.

KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION:

1. Knowledge of the laws, codes, and regulations, procedures, and policies related to plants, plant pests, the licensing of plant industries, and the regulations governing agency program activities.
2. Working knowledge of official inspection, sampling and reporting methods, techniques and procedures, and chain of custody procedures.
3. Experience in spreadsheet and database use, maintenance and manipulation and knowledge of current computer and other technological capabilities.
4. Experience in problem solving.
5. Knowledge and skill in performing analytical assignments in work planning, program evaluation, and methods and procedures development.
6. Effective organizational skills, including the ability to manage multiple work assignments, utilize electronic methods to coordinate and track meetings, etc.
7. Considerable knowledge of standard principles and techniques of written and verbal communication and how to apply them efficiently and effectively.
8. Skill in training methods, educational program development, program evaluation and testing procedures.
9. Skill in prioritizing work activities to achieve program objectives in an efficient and timely manner.
10. Effective networking and liaison skills, including the ability to present information to various audiences.
11. Knowledge of effective report writing techniques and file management skills.
12. Effective verbal and interpersonal communication skills and the ability to communicate information clearly, concisely and calmly.
13. Working knowledge of official inspection, sampling and reporting methods, techniques and procedures, and chain of custody procedures.

Special Requirements: 1) Travel is required, with some overnight stays. 2) Valid driver's license, or the ability to provide one's own transportation for work purposes.